

The Society of
Medical Officers of Health.



THE BOOK OF
CONSTITUTION
AND
BYE-LAWS

(Revised Edition).

1909.



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The Society of
Medical Officers of Health.

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CONSTITUTION
AND
BYE-LAWS

Revised Edition.

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INTRODUCTION.

THE Articles of Association adopted in 1892 having been amended by the Special Resolutions of 1895; a working code was issued in 1897, under the title of "The Book of Constitution and Bye-laws." Further amendments of the Articles were made in 1908, so that reference to the latter became necessary to understand the rules under which the Society was founded and upon which it worked. Moreover, the series of Articles and Special Resolutions was incomplete, and in some details contradictory. These defects were remedied by the rescission in September last of the original twice-amended Articles and the adoption of the new series. It has therefore become necessary to issue a revision of "The Book of Constitution and the Bye-laws."

In the preparation of the present edition alterations have been made in the grouping of the Articles and Resolutions, and the wording of certain paragraphs has been made to agree more closely with that of the Articles just adopted. This book is intended to be used as a working code only. Any questions of principle cannot be authoritatively decided on the code, but only by reference to the Articles themselves. Hence marginal notes give the references to the Articles of Association on which each paragraph of the code is founded.

October, 1909.

EXPLANATIONS.

"A" refers to the Articles of Association adopted September, 1909; and

"M" to the paragraphs of the Memorandum of Association adopted in 1892.

Note.—The title of the Association was altered from "The Incorporated Society of Medical Officers of Health" to "The Society of Medical Officers of Health" by Special Resolution in 1908.

CHRONOLOGICAL TABLE.

1856—Foundation of Metropolitan Association of Medical Officers of Health.

1869—Title changed to "Association of Medical Officers of Health."

1873—Title changed to "Society of Medical Officers of Health."

1875—Foundation of North-Western Association of Medical Officers of Health.

Foundation of Northern Counties Association of Medical Officers of Health " (dissolved 1882).

Foundation of The Yorkshire Association of Medical Officers of Health.

Foundation of Birmingham and Midland Association of Medical Officers of Health.

1888—Amalgamation of the (Metropolitan) Society and the three remaining (Provincial) Associations, the latter taking the titles of Branches.

1891—Incorporation of the Society under the Companies Act with the title of "The Incorporated Society of Medical Officers of Health."

Formation of Metropolitan and Northern Branches.

1894—Formation of Home Counties and Southern Branches.

1893—Formation of West of England and South Wales Branch.

1895—Articles of Association (1891) amended.

1896—"The Society of Medical Officers of Health for Scotland" joins the Association as the "Scottish Branch."

1900—Formation of South Australian Branch (dissolved in 1903).

1904—Formation of Eastern Branch.

1905—Association acquired its present premises.

1908—Articles of Association again amended.

1909—Articles of Association rescinded and new Articles adopted.

LIST OF PRESIDENTS.

1856—1861.	JOHN SIMON.
1861—1864.	R. D. THOMSON.
1864—1872.	R. DRUITT.
1872—1875.	H. LETHEBY.
1875—1877.	G. BUCHANAN.
1877—1879.	T. STEVENSON.
1879—1881.	J. S. BRISTOWE.
1881—1883.	J. W. TRIPE.
1883—1885.	T. O. DUDFIELD.
1885—1886.	W. H. CORFIELD.
1886—1888.	A. HILL.
1888—1889.	W. H. CORFIELD.
1889—1891.	H. E. ARMSTRONG.
1891—1893.	S. F. MURPHY.
1893—1894.	W. T. G. WOODFORDE.
1894—1895.	S. R. LOVETT.
1895—1896.	F. VACHER.
1896—1897.	G. P. BATE.
1897—1898.	E. SEATON.
1898—1899.	E. GWYNN.
1899—1900.	A. NEWSHOLME.
1900—1901.	J. C. McVAIL.
1901—1902.	A. W. BLYTH.
1902—1903.	J. S. CAMERON.
1903—1904.	J. GROVES.
1904—1905.	J. F. J. SYKES.
1905—1906.	SIR SHIRLEY F. MURPHY.
1906—1907.	D. S. DAVIES.
1907—1908.	GEORGE REID.
1908—1909.	E. SERGEANT.
1909—1910.	H. COOPER PATTIN.

CONSTITUTION.

Interpretation.

1. In the construction of the following Articles, A. 3. unless repugnant to the context, the masculine includes the feminine, the singular includes the plural, and the plural the singular; and the following words and expressions have the respective meanings hereinafter assigned to them:

The term "*Year*" means the inclusive period between the first day of October in any one year and the last day of September in the following year;

"*Session*" means the period between the Annual Meeting and the last Ordinary Meeting in the year;

"*Month*" means a Calendar Month;

"*Association*" means the Association incorporated by the Memorandum of Association as "The Society of Medical Officers of Health";

"*Branch*" means a localised Association of Members of the Association, recognised, or sanctioned, or constituted by the Council;

"*Honorary Fellow*" means Honorary Fellow of the Association;

"*Member*" means any Member of the Association not being an Honorary Fellow;

“*Fellow*” means Fellow of the Association ;

“*Medical Officer of Health*” includes an Assistant Medical Officer of Health duly appointed by a statutory Authority ;

“*Associate*” means Associate of the Association ; and

“PUBLIC HEALTH” means the Journal of the Association.

- M. 1. **2.** The name of the Association is “The Society of Medical Officers of Health,” incorporated under the “Companies (Consolidation) Act, 1908.”

Objects of the Association.

- M. 3 (3). **3.** To promote the advancement of Public Health in every branch, not only by intercourse among the Members, but by practical and theoretical study of all questions connected therewith ; and, with a view of carrying those objects into operation, and for the purpose of diffusing knowledge relating thereto, to hold classes, lectures, meetings, and congresses ; to establish a library, and to continue the publication of the Journal of the Society of Medical Officers of Health, known under the title of PUBLIC HEALTH.

- M. 3 (4). **4.** To hold examinations, either alone or in conjunction with some other body, and to grant certificates of competency in Sanitary Knowledge, and proficiency in matters relating to Public Health.

Provided that no Certificate shall be granted by the Association to any person who discharges the duties of Medical Officer of Health, and that every Certificate shall bear on the face of it a statement that it is not a qualification registerable under the Medical Acts, and that it is given after

and as the result of an examination held by or on behalf of the Association, and that, excepting such Certificates, nothing of the character of a diploma, degree or title, be granted.

5. To accept any gift of property, subject or not to any special trusts, for all or any of the objects of the Association. M. 3 (5).

Provided that if the Association at any time take or hold property subject to the jurisdiction of the Charity Commissioners, such rules and regulations as may be made by the Charity Commissioners, with reference thereto shall be observed and abided by; and the property, if required, shall be vested in trustees appointed for that purpose.

6. To purchase, rent, or hire lands, tenements, or other hereditaments, and to build and rebuild, alter and adapt houses or buildings for the purposes of the Association, and from time to time to sell, dispose of, and exchange or otherwise deal with any property of the Association as may from time to time be considered desirable or expedient. M. 3 (6).

7. To obtain a Royal Charter or Act of Parliament for the purposes of the Association if deemed advisable. M. 3 (7).

Funds of the Association.

8. The income and property of the Association, whencesoever derived, shall be applied solely towards the promotion of the objects of the Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever, by way of profit to the Members of the Association. M. 4.

Provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or servants of the Association, or to any

Member of the Association, or other person, in return for any services actually rendered to the Association.

M. 9. **9.** True accounts shall be kept of the sums of money received and expended by the Association and the matter in respect of which such receipt and expenditure takes place, and of the property, credits, and liabilities of the Association, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Association for the time being, shall be open to the inspection of the Members.

A. 25. **10.** All moneys received by or on behalf of the Association shall be regularly paid into the banking account to be kept in the name of the Association, and no money shall be paid by or on account of the Association, other than petty cash disbursements, except by cheque of the Treasurer on the said banking account, upon the order of the Council or of a Committee duly appointed by the Council for that purpose.

M. 9. **11.** Once at least in every year the accounts of the Association shall be examined, and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

M. 8. **12.** If, upon the winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association, but shall be given or transferred to some other association or associations having objects similar to the objects of the Association to be determined by the Members of the Association at or before the time of dissolution, or in default thereof, by some Judge of the High Court of Justice as may have or acquire jurisdiction in the matter.

Membership of the Association.

13. The Association comprises Honorary Fellows, Fellows and Associates. A. 4.

14. Honorary Fellows shall be persons who are eminently distinguished in the advancement of public health. A. 4.

15. Fellows shall be :— A. 4.

- (1) Medical Officers of Health, acting or retired, whether in the British Isles and dependencies or elsewhere ; or
- (2) Medical Officers (Sanitary), acting or retired, of the Navy and Army (at home or abroad) ; or
- (3) Registered Medical Practitioners holding a Diploma in Sanitary Science, Public Health or State Medicine, under Section 21 of the Medical Act, 1886 ; or
- (4) Medical Officers and Inspectors, acting or retired, of the Government Departments in the British Isles and dependencies or elsewhere ; or
- (5) Medical Officers appointed by Education Authorities.

16. Associates shall be persons interested in the advancement of public health. A. 4.

Liability of Members of the Association.

17. Every Member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up during the time that he is a Member, or within one M. 7.

year afterwards, for payment of the debts and liabilities of the Association contracted before the time at which he ceases to be a Member, and of the costs, charges, and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding one pound, or in case of his liability becoming unlimited such other amount as may be required in pursuance of the sixth paragraph of the Memorandum of Association. (*See also* the next paragraph.)

- M. 6. **18.** If any Member of the Association pays or receives any dividend, bonus, or other profit in contravention of the terms of the fourth paragraph of the Memorandum of Association (*see* paragraph No. 8 above), his liability shall be unlimited.

Of Honorary Fellows.

- A. 8. **19.** Persons proposed for election as Honorary Fellows shall be nominated by the Council. The names and addresses of persons so nominated shall be inserted in the notice convening the meeting of the Association at which the election is to take place.
- A. 9. **20.** All elections of Honorary Fellows shall be by ballot, and no candidate shall be declared to be elected unless he obtains the votes of four-fifths of the Fellows and Associates present and voting.
- A. 14. **21.** Honorary Fellows shall be entitled to attend the meetings of the Association, other than Meetings convened in accordance with the provisions of the Companies (Consolidation) Act, 1908, and to take part in the discussions; but they shall not vote at any election, or on any subject affecting the constitution, the management, or the discipline of the Association.

Of Members.

22. Candidates for election as Fellows or Associates shall be proposed in writing by two Fellows or Associates at a meeting of the Association, and shall be balloted for at the next ordinary, provincial or annual meeting of the Association. A. 9.

23. All nominations shall be made on the forms prescribed by the Council. Resolution of Council, Mar. 1896.

24. The names, addresses and titles of the candidates, with the names of their proposers and seconders, shall be inserted in the notice convening the Meeting of the Association at which the election is to take place. A. 9.

25. All elections shall be by ballot, and no candidate shall be declared to be elected unless he obtains the votes of four-fifths of the Fellows and Associates present and voting. A. 9.

26. An Associate upon becoming eligible shall, *ipso facto*, become a Fellow, and shall forthwith notify such fact to the hon. secretary of the Association, who is a Member of the Metropolitan Branch. A. 9.

27. Fellows elected under sub-paragraphs 1, 4 and 5 of paragraph 15 are eligible for office, and to take part in the government of the Association. Other Fellows and Associates are entitled to attend the Meetings of the Association other than meetings convened in accordance with the provisions of the Companies (Consolidation) Act, 1908, and to take part in the discussions ; but they shall not vote on any subject affecting the constitution, the management, or the discipline of the Association. A. 4 & 14.

Of Subscriptions.

- A. 10. **28.** Fellows and Associates elected prior to October, 1908, shall pay the following annual subscriptions :—

Fellows ...	...	...	One guinea.
Associates	...	...	Half-a-guinea.

Fellows and Associates elected after the first day of October, 1908, shall pay an annual subscription of one guinea.

Payment of the above subscriptions shall entitle Members to a free copy of PUBLIC HEALTH as and when published.

- A. 11. **29.** All subscriptions shall be due and payable at the commencement of the session in October.

- A. 11. **30.** If any new Member shall fail to pay his subscription within three months after election his election shall be void. Provided that where such Member is resident in a foreign country or British Colony, the said period of three months shall be extended to six months after election.

- A. 11. **31.** Any Member who shall be in arrear with his subscription for more than one year shall be liable to have his name removed from the register of the Association, and if his subscription remain unpaid for two years his name shall be removed from the register ; but he shall be liable to pay the amount of his subscription which was in arrear when he ceased to be a Member.

As to Resignation.

- A. 12. **32.** Any member wishing to determine his connection with the Association may do so by forwarding his resignation in writing to the honorary secretary of the Association who is a

member of the Metropolitan Branch, and until he shall have done so he shall continue liable for the payment of his subscription.

Of the Branches of the Association.

33. Branches of the Association may be constituted by the Council as they shall see fit, and any existing branch may be dissolved by a majority of the Council present and voting on a resolution for that purpose, of which due notice shall have been inserted in the notice convening the meeting. A. 6.

34. Each branch shall have the entire control of its own business. A. 6.

35. The President of the Association shall be *ex officio* a Member of each branch. A. 6.

36. Every Member resident in the United Kingdom shall be at liberty to join the branch whose ordinary place of meeting shall be most convenient of access to him, and he shall notify in writing to the honorary secretary of the Association who is a Member of the Metropolitan Branch, the name of the branch which he joins. A. 7.

37. The honorary secretary of each branch shall forward annually to the honorary secretary of the Association who is a Member of the Metropolitan Branch, within seven days after the meeting of the branch before the last day of July for the election of members of the Council, a list comprising the names and addresses of the several Fellows and Associates attached to the Branch. A. 7.

38. The Treasurer of the Association shall pay in every year, on or before the last day of September, to the treasurer of each of the branches for branch expenses the sum of not less than two shillings and sixpence in respect of every A. 13.

Member of a branch whose annual subscription for the current year shall have been paid to the Treasurer of the Association, and may, by special resolution of the Council, pay travelling expenses of the elected representatives and of the honorary secretaries of the branches on the Council of the Association when attending Council meetings, or meetings of Committees of the Council, provided that in case of any Member who is a Member of more than one branch a sum of not less than two shillings and sixpence for branch expenses shall be paid only to the treasurer of the branch to which the said Member shall have been formally joined in accordance with the terms of Paragraph 36.

The Officers of the Association.

- A. 15. **39.** The officers of the Association shall be :—
- (a) A President ;
 - (b) Vice-Presidents, who shall be past Presidents of the Association and the Presidents for the time being of the several Branches ;
 - (c) A Treasurer, who shall be a member of the Metropolitan Branch ;
 - (d) Two Honorary Secretaries, one of whom shall be a member of the Metropolitan Branch and one a member of a Provincial Branch ;
 - (e) An Editor of PUBLIC HEALTH ;
 - (f) An Honorary Librarian ; and
 - (g) Two or more Trustees of any funds of the Association which it may be necessary or convenient to invest in the names of Trustees, if and whenever the Council shall think fit to appoint such Trustees.

Election of Officers.

40. Only those Fellows who have been elected A. 4. under sub-paragraphs 1, 4 and 5, of paragraph 15 are eligible for election as officers, or to vote in any such election.

41. A President who shall be elected at the ordinary meeting of the Association in the month of April in every year by the Fellows from among the Fellows.

The nomination of the President shall take place as follows :—In each year not later than two months before the date of the April meeting each Branch may nominate a Fellow of the Society as suitable for the Presidency, and shall notify such nomination fourteen days preceding the election to the Honorary Secretary of the Association who is a member of the Metropolitan Branch, and from amongst the Fellows so nominated by the Branches the Council shall select one name and shall submit the same to the Association for election. No other form of nomination or selection shall be adopted.

The election shall be by ballot.

The President shall come into office on the first day of October following his election.

The retiring Officers shall be eligible for re-election.

The Officers shall come into Office on the first day of October following their election.

43. The Council shall have power to fill any A. 16. vacancy that may arise from time to time.

The Council of the Association.

44. The management of the Association shall A. 17. be vested in the Council.

A. 17. **45.** The Council shall consist of:—

(a) The Officers of the Association, together with the Honorary Secretaries of all the branches, *ex officio*.

(b) Elected Representative Fellows, on the direct *pro rata* basis of one representative of each branch for every completed fifty Members or part of fifty (over twenty-five) formally joined to such branch in accordance with paragraph 36, provided that any branch, the membership of which includes less than fifty members, shall be entitled to one Elected Representative.

A. 3. **46.** Only those Fellows who have been elected under sub-paragraphs 1, 4 and 5 of paragraph 15, are eligible to be elected Representative Fellows.

Election of Representative Fellows.

A. 18. **47.** Before the last day of July, in every year, each branch shall hold a meeting for the election of their president and honorary secretary and their representative or representatives on the Council, all of whom shall come into office on the first day of October following their election.

A. 18. **48.** Only those Fellows who have been elected under Sub-paragraphs 1, 4 and 5 of Paragraph 15 can take part in the election of Representative Fellows.

A. 18. **49.** No Fellow shall be eligible to be elected on the Council, or to vote at the election of the same, whose subscriptions for the current year shall be unpaid.

A. 18. **50.** All elections shall be by ballot.

51. The honorary secretary of each branch shall, within seven days after the meeting for the election of Members of the Council, send to the honorary secretary of the Association who is a Member of the Metropolitan Branch, the names and addresses of the President and of the elected representatives. A. 18.

52. In the event of any branch failing to elect qualified representatives, the Council shall, at their meeting in September, elect from among the Fellows attached to the branch the requisite number of Fellows to represent the branch on the Council. A. 18.

53. Any casual vacancy shall be filled by the Council from Fellows attached to the branch whose representative shall have ceased to be a Member of the Council. A. 18.

54. The Council shall come into office on the first day of October following their election. A. 18.

Powers and Duties of the Council.

55. The Council shall have power to appoint Committees for any special purposes, and with powers which shall be defined in the resolution appointing any such Committee. A. 22.

56. Committees so appointed shall report their proceedings to the Council. A. 22.

57. The Council and all Committees of the Council appointed as aforesaid shall cause minutes to be made of all proceedings at any meeting of the Association, or of the Council, or of their Committees; and the Council shall at all times cause a register to be kept of the Honorary Fellows and Members of the Association, together with their respective last known place of abode. A. 24.

A. 23. **58.** The Council shall provide a common seal and shall have full power to use the said seal in the execution of all or any of the powers vested in them by these Articles, or otherwise in relation to the business or affairs of the Association as they in their discretion shall think fit.

A. 20. **59.** The Council shall, at the annual meeting in every year, submit a report of the proceedings of the Association during the preceding year, together with the report of the Editor of PUBLIC HEALTH. The said reports shall, if practicable, be published in the October issue of PUBLIC HEALTH, and if so published may be taken as read at the annual meeting.

A. 19. **60.** The Council, at their meeting in the month of April, in every year, may appoint an honorary counsel, an honorary solicitor, or firm of solicitors, and an honorary architect or surveyor.

A. 26. **61.** The Council may from time to time make, alter, and repeal bye-laws for regulating the conduct of their business and the proceedings at their meetings.

A. 21. **62.** The ordinary meetings of the Council shall be held in London in the months of November, January, April and September, unless the Council shall otherwise determine, on days and at hours to be from time to time fixed by the Council.

Resolution
of Council
Jan. 1897.

63. Notice of every Ordinary Meeting of the Council shall be sent to every Member of the Council at least seven days before the day of meeting, stating, as far as practicable, the business to be transacted.

A. 21. **64.** A special meeting of the Council shall be convened by the honorary secretaries on a requisition signed by the President, or by five Members of the Council.

65. At least three clear days' notice of every Special Meeting of the Council shall be sent to every Member of the Council Resolution
of Council
Jan. 1897.

66. At all meetings of the Council seven Members shall form a quorum. A. 21.

Meetings of the Association.

67. The Annual General Meeting of the Association shall be held in London in the month of October on a day, at such a place and at such a time as shall be fixed by the Council; seven days' notice shall be given of such meeting to every Member of the Association. A. 27.

68. The Association at the Annual Meeting shall appoint an auditor in accordance with the provisions of the Companies (Consolidation) Act, 1908. A. 28.

69. All Ordinary Meetings of the Association shall be held in London on such a day and at such hours to be from time to time fixed by the Council. A. 29.

70. Notice of every Ordinary Meeting of the Association shall be sent to every Member of the Association at least seven days before the day of meeting, stating, as far as practicable, the business to be transacted. Resolution
of Council
Jan. 1897.

Such notice shall be deemed to have been given if inserted in the Journal of the Association, known as PUBLIC HEALTH.

71. A Special Meeting of the Association shall be convened by the honorary secretaries on a requisition signed by the President, or by seven Fellows. A. 30.

Resolution
of Council
Jan. 1897.

72. At least three clear days' notice of every Special Meeting of the Association shall be sent to every Member, through the General Post Office.

A. 31. **73.** A meeting of the Association shall be held in the Provinces every year between the months of May and September inclusive. The said meeting shall, unless the Council otherwise determine, be held successively in the districts of the several provincial branches at some place, and on a day and at an hour to be fixed by the Council.

A. 32. **74.** At all meetings of the Association seven Members shall form a quorum.

A. 32. **75.** The President shall take the chair; in his absence the senior Vice-President shall preside; in the absence of the President and Vice-Presidents the Members present shall elect a chairman.

A. 33. **76.** The Association may from time to time make, alter and repeal bye-laws for regulating the conduct of their business and the proceedings at their meetings.

Notices.

A. 34. **77.** All notices to Honorary Fellows and Members shall be deemed duly delivered to them if served personally or sent by post to their last known place of address.

A. 35. **78.** A notice may be served by the Association upon any Member either personally or by sending it through the post in a prepaid letter addressed to such Member at his registered place of address.

79. As regards those Members who have no registered address in the United Kingdom a notice posted up in the Registered Office of the Association shall be deemed to be served upon them at the expiration of twenty-four hours after it is so posted up. A. 36.

80. Any notice required to be given by the Association to the Members or any of them, and not expressly provided for by these presents, shall be sufficiently given if given by advertisement. A. 37.

81. Any notice sent by post shall be deemed to have been served on the day following that on which the envelope or wrapper containing the same is posted, and in proving such service it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and put into the Post Office. A. 38.

82. All notices required by the Companies (Consolidation) Act, 1908, or any statutory modification thereof, or the regulations, to be given by advertisement shall be inserted in a newspaper circulating in London, and if so advertised shall be deemed to have been sufficiently given. A. 39.

83. None of the provisions in Table "A" of the Companies (Consolidation) Act, 1908, shall apply to this Association, except so far as they may be contained or repeated in these Articles. A. 40.

84. None of these rules shall be rescinded, varied, or altered, or any addition made thereto except by a special resolution passed in accordance with the provisions of the Companies (Consolidation) Act, 1908. A. 41.

BYE-LAWS.

Bye-Laws made by the Council

FOR REGULATING THE CONDUCT OF ITS BUSINESS
AND THE PROCEEDINGS AT ITS MEETINGS.

1. At all meetings of the Council, the President shall take the Chair; in his absence, the senior Vice-President present; and in the absence of the President and the Vice-Presidents, the Fellows shall elect a Chairman.

2. The Chair shall be taken at the precise hour mentioned in the notice convening the Meeting, or as soon thereafter as a quorum of Fellows present shall have assembled.

3. At Ordinary Meetings of the Council, the order of business shall be:—

- (a) Minutes of the last Ordinary and of any Special Meetings of the Council;
- (b) Correspondence;
- (c) Reports of Committees;
- (d) Elections;
- (e) Business postponed from previous Meeting;
- (f) Notices of Motion on the Agenda Paper;
- (g) Other matters on the Agenda Paper;
- (h) Other business.

Provided that any matter on the Agenda Paper may be taken out of order, on motion put and carried to that effect, but there shall be no discussion on such motion.

4. At a Special Meeting of the Council, the order of business shall be—

- (a) To read the requisition for convening the Meeting ;
- (b) To consider the matters for which the Council was convened.

5. At the conclusion of the reading of the Minutes, the Chairman shall put the question, "That the Minutes be confirmed," and no motion or discussion shall be allowed thereon, except as to the accuracy of the said Minutes.

6. No original motion shall be taken into consideration at any Meeting of the Council, unless notice thereof shall have been given at a previous Meeting, or sent to the hon. secretaries ten clear days before such meeting, or the subject-matter, by the unanimous consent of the Fellows present, be resolved to be of an urgent nature, when the consideration of such matter may be proceeded with.

Provided, in the latter case, that a Motion be first put and carried, "That the Bye-laws be suspended."

7. Every Motion, or Amendment, shall be moved and seconded. All Motions and Amendments shall be reduced to writing.

8. The Chairman at every Meeting shall have the right to a vote on every question, and in the event of the voting being equal, to a second or casting vote.

9. A division shall be granted on any question, if supported by three or more of the Fellows present.

10. On a division being granted, the Hon. Secretary shall call over the names of the Fellows present, and each Fellow shall declare his vote.

The results of the division, together with the names of the Fellows voting, and their votes, shall be recorded in the Minutes of the Meeting.

This Bye-Law shall be read prior to the taking of a division.

11. No resolution of the Council shall be rescinded, unless notice to rescind be inserted in the Agenda Paper of the Meeting at which such Resolution is to be rescinded.

Such notice to rescind shall be given at the Meeting preceding the Meeting at which it is intended to rescind the said Resolution, or shall be sent to the Hon. Secretaries at least ten clear days prior to such Meeting.

A motion to rescind must be carried by a majority of at least two-thirds of the Fellows present.

12. The Council shall have the power to make Sessional Orders at the first Ordinary Meeting of the Council in each Session.

13. The keys of the Common Seal of the Society shall be kept by the President, the Treasurer, and the hon. secretary, who is a Member of the Metropolitan Branch. The Seal shall be used only at a Meeting of the Council or in the presence of at least one Member of the Council,

who shall affix his signature to the document sealed. The fact of the Seal having been used at times other than at a Meeting of the Council shall be reported to the Council at the meeting immediately following such use. All documents sealed shall bear the signature of one or both hon. secretaries.

Made this 15th day of January, 1897.

G. PADDOCK BATE, *President.*

REGINALD DUDFIELD, } *Honorary*
HERBERT MANLEY, } *Secretaries.*

Bye-Laws made by the Association

FOR REGULATING THE CONDUCT OF ITS BUSINESS AND THE PROCEEDINGS AT ITS MEETINGS.

1. At all the Meetings of the Association the Chair shall be taken at the precise hour mentioned in the Notice convening the Meeting, or as soon thereafter as a quorum of Members shall have assembled.

2. At the Annual General Meeting the Order of Business shall be:—

- (a) Induction of the President of the Session ;
- (b) Minutes of the last Annual General Meeting ;
- (c) Correspondence ;
- (d) Annual Reports of the Council and of the Officers ;
- (e) Ordinary Report of the Council ;
- (f) Elections ;
- (g) Nominations ;
- (h) Notices of Motion on the Agenda Paper ;
- (i) Any other business ;
- (k) President's Address.

3. At an Ordinary Meeting of the Association the Order of Business shall be:—

- (a) Minutes of last Ordinary and of any Special or Extraordinary General Meeting of the Association ;
- (b) Correspondence ;
- (c) Report of Council ;
- (d) Elections ;
- (e) Nominations ;
- (f) Notices of Motion on the Agenda Paper ;
- (g) Other business.

4 At the Provincial Meeting of the Association the Order of Business shall be the same as at an Ordinary Meeting, except that no elections can be held.

5. Any matter on the Agenda Paper may be taken out of order on motion put and carried to that effect, but there shall be no discussion on such motion.

6. When an original communication is on the Agenda Paper to be taken at a fixed hour, any other business having precedence on the Paper, but not disposed of, shall be postponed until after such communication shall have been read and discussed.

7. At a Special or Extraordinary General Meeting of the Association the Order of Business shall be :—

- (a) To read the requisition and notice for convening the Meeting ;
- (b) To consider the matters for which the Meeting is convened.

8. At the conclusion of the reading of the Minutes the Chairman shall put the question, "That the Minutes be confirmed," and no motion or discussion shall be allowed thereon, except as to the accuracy of the said Minutes.

9. Every Motion and Amendment shall be moved and seconded. All Motions and Amendments shall be reduced to writing.

10. No Member shall speak to the question before the Meeting more than once (except with the consent of the Meeting, or by way of explanation) ; but the mover of a Resolution shall have the right to reply.

11. No original Motion shall be taken into consideration at any Meeting unless Notice thereof shall have been given at a previous meeting, or sent to the hon. secretaries ten clear days before such Meeting, or the subject matter, by the unanimous consent of the Members present, be resolved to be of an urgent nature, when the consideration of such matter may be proceeded with.

Provided in the latter case that a Motion be first put and carried, "That the Bye-laws be suspended."

12. The Chairman at every Meeting shall have a right to vote upon every question, and in the event of the voting being equal to a second or casting vote.

13. All voting, except at elections, shall be by show of hands.

14. No resolution, not being one affecting the constitution of the Association, shall be rescinded, unless notice to rescind be inserted in the Agenda Paper of the Meeting at which such resolution is to be rescinded.

Such Notice to rescind shall be given at the Meeting preceding the meeting at which it is intended to rescind the said Resolution, or shall be sent to the Hon. Secretaries not less than ten clear days prior to such Meeting.

A motion to rescind must be carried by a majority of not less than two-thirds of the Members present.

Made this 15th day of January, 1897.

G. PADDOCK BATE, *President.*

REGINALD DUDFIELD, } *Honorary*
HERBERT MANLEY, } *Secretaries.*

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